



Division of Onsite Sewage, Water Services, Environmental Engineering, and Marina Programs

## Clean Vessel Act Application

To be considered for funds allocated to Virginia under the Clean Vessel Act, complete this form and mail it to:

Preston K. Smith  
Division of Onsite Sewage, Water Services, Environmental Engineering, and Marina Programs  
109 Governor Street, Fifth Floor  
Richmond, Virginia 23219

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Marina Name

County / City

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Owner's Name

Owner's Phone

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Owner's Mailing Address

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Operator's Name

Operator's Phone

Circle the appropriate response:

1. Do you wish to receive funds from the Clean Vessel Act to upgrade sewage handling capacity at your facility?

**Yes      No**

2. Do you wish to install or upgrade a sewage pump-out system?

**Install   Upgrade**

3. Do you wish to install or upgrade a sewage dump station?

**Install   Upgrade**

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Signature

## Procedures to Use the Clean Vessel Act (CVA) Funds Allocated to Virginia

### **Step I**

The marina owner/applicant will apply for funding under the CVA to install a boat sewage dump station by completing and submitting the form on page 1.

### **Step II**

The applicant will submit a plan for the pump-out and/or dump station they wish to install to the VDH Marina Program. The plan will be accompanied by a signed agreement to meet the stipulations placed on the marina receiving CVA funds the U.S. Fish and Wildlife Service.

### **Step III**

VDH Marina Program will approve, request revisions or disapprove the plan as submitted and will notify the applicant of action taken.

### **Step IV**

After notification of plan approval, the applicant will obtain three bids, if possible, providing itemized cost estimates and time schedules for installation of this equipment.

### **Step V**

The applicant will review the bids and upon mutual agreement with VDH staff, decide which bid is most responsive and can be accepted.

### **Step VI**

The marina owner/applicant will obtain the required permits, engage the contractor who submitted the selected bid and authorize installation of the pump-out and/or dump station as called for in the plan approved by VDH. Any modification to the approved plan will require prior approval from VDH. For significant modifications, the applicant may be required to submit a new or revised plan for VDH approval.

### **Step VII**

After the installation is completed, the applicant will notify VDH to schedule an inspection to determine that the pump-out and/or dump station has been installed in accordance with the approved plan. A site inspection will be made by the VDH Marina Program or the local health department.

### **Step VIII**

VDH will notify the applicant of the final approval or disapproval of the pump-out and/or dump station.

### **Step IX**

Once the marina owner has been notified of the final approval, the owner shall pay for the work that has been done in full and obtain a paid receipt.

### **Step X**

The owner of the marina shall present the paid receipt to VDH for processing. The commonwealth will reimburse the owner of the marina for 75% of the total cost of the pump-out and/or dump station within 60 days of the time a proper receipt is received. At this time, it is anticipated that the marina owner will receive the reimbursement within 30 days from the time that the proper receipt is received by VDH.